IowAccess

Project Team 1 Meeting Minutes--DRAFT

Tuesday, June 17, 1997 ✧ 9:30 am - 11:30 am

State Library ✧ Des Moines, Iowa

US General Services Administration ✧ Washington DC
Cedar Falls High School ✧ Cedar Falls
Vinton-Washington High School ✧ Vinton
US Department of Health & Human Services ✧ Kansas City

Project Team Present
Tom Armitage, *Cedar Rapids Public Library*
Norman Baker, *IPERS*
Jim Brendeland (for Don Toms), *Iowa Department of Transportation*
Larry Brennan (for Dennis Thurman), *Iowa Braille School*
Pat Crawford, *Norwest Bank*
Henry Lai, *US General Services Administration*
Harry McDaniel, *US Department of Health & Human Services*
Bill Morgan, *US General Services Administration*
Linda Plazak, *Iowa Information Technology Services*
Jean Rommes, *Innovative Technologies*
Lowell Sneller, *Iowa Information Technology Services*
Curt Johnson, *Cedar Falls Municipal Utility*
Bob Canney, *Black Hawk County Auditor*

Guest
Velma McCuiston, *WINGS-US Postal Service*

Staff
Amy Campbell, *State Public Policy Group*

Introductions
Linda Plazak and Norman Baker, project co-chairs, asked the team to introduce themselves and briefly talk about their interest in this project.

Overview of Project
Linda Plazak reviewed the IowAccess structure for those team members unable to attend the May 20 Kickoff Meeting. Plazak recapped the progress the team made at (and subsequent to) the May 20 meeting. The project team discussed the various roles of the steering committee, citizen council, and project teams -- and discussed how they are related to project 1.

Structure of IowAccess
Norm Baker, co-chair, explained the new IowAccess structure, which places the project team 1 at the center. Project Team 1 will play an aggressive role in determining standards, and in providing a useful electronic platform and gateway for all other project teams. Project Team 1 has a huge challenge -- to be up and running before any of the other teams. For this reason, it is important for project team 1 to review various options for the structure of the CIN -- and begin to establish some independent criteria on which to judge the applicability of these various options.

Architecture of CIN
Norm Baker explained the proposed conceptual framework for the CIN (chart was included in packets). The team discussed the actual workings of the system -- from the perspective of a citizen and as an agency employee. The project team discussed authentication procedures -- and how authentication will be used to allow for multiple levels of security. It was important to the project team to allow agencies that own data to control access to that data. Therefore, there will need to be multiple levels of security -- but a centralized authentication process.

Baker elaborated that Project Team 1 will set parameters for standards in authentication, so that multiple levels of security can be addressed without confusing the user with the multiple levels of security and authentication. Baker stated that the project team does not want to redesign the CIN each time something new comes online, or there are changes in regulations which allow access to data.

The diagrams in the packet demonstrate a theoretical, practical outline for accessing information and services -- but does not necessarily reflect the actual technological infrastructure. Baker compared the CIN with a huge pilot -- while the 14 IowAccess projects give the State of Iowa an excellent starting point, they are only the beginning. More information and services are expected to be placed online once the bugs (if there are any) are worked out and the successes are marketed.

Project Development Process
Linda Plazak and Norm Baker described the process that teams are expected to follow in the development and implementation of the project. Of special note, the diagram shows Project Team 1 standards entering the picture at the front-end of the implementation phase. All other teams will be dependent on the progress made in the team 1 efforts.

Presentation by WINGS (US Postal Service)
Norman Baker introduced Velma McCuiston with the US Postal Service WINGS project. Dr. McCuiston presented a detailed review of the actual structure of the WINGS platform.

What is Wings?
WINGS Stands for *Web Interactive Government Service.* WINGS is a gateway -- it does not provide services and has nothing to do with the delivery of the service. WINGS simply provides the gateway to these services.

- A low cost global electronic delivery channel -- that parallels traditional mail system
- Customer targeted market access -- increases public awareness and access to agency services
- One stop shopping focused around life events improves customer services
- logical extension of postal business

WINGS Service Delivery Model
The service delivery model proposed will provide six services to states interested in working with the WINGS program. They include postmark, security, e-pay, authentication, AHMS, and liberty cash. The team discussed the possibilities WINGS offers, and other opportunities available.

Objective Criteria
Linda Plazak reviewed the thirteen criteria developed that demonstrate the qualities of a CIN (included in packets). These criteria will provide the base qualifications for a CIN -- and will help project team 1 choose a structure that meets lowAccess needs. Plazak and Baker will present these criteria to the project leads and the steering committee on Wednesday (June 18) and Thursday (June 19) for their input. *Norm Baker asked team members to revisit the issues and contact staff with any comments early in the week of June 22 -- to help establish a direction that is comfortable for everyone.*

Project Plan, Work Plan, and Budget
Linda Plazak briefly reviewed the three documents prepared using team input from the May 20 meeting. The meeting schedule is aggressive through this year -- since most of the teams work will need to occur at that time.

Team members asked if it would be feasible to meet with Velma McCuiston informally and in-person to discuss the real details of WINGS. Plazak stated that she will coordinate the meeting. Baker also reiterated that the WINGS project is ADA compliant and has worked with the renown Trace Institute to provide accessible access sites.

Meeting Times
The group discussed the possibility of moving meeting dates -- but there did not seem to be agreement on anytime except Tuesday mornings. The co-chairs agreed to determine the best meeting schedule for the most people -- and may look at alternating meeting times from Tuesday mornings and afternoons.

Plazak reminded the project team that they are the links between the project and their community. Plazak encouraged all team members to discuss this (and the other 13 projects) with people and businesses in their communities. The meeting was adjourned.